

JUN 24 1953

MEMORANDUM FOR: Assistant Director (Personnel)

SUBJECT : Temporary Promotions

1. Certain personnel promotions to grades in the supergrade category are being approved with the understanding that such promotions are of temporary duration. In the future, additional promotion actions may be approved with similar limitations.

2. It is requested that temporary promotions be appropriately documented to reflect their temporary nature. Accordingly, the "Remarks" section of Standard Form 50 should include the following statement:

"Promotion to the grade indicated is temporary and for such duration as the Director will determine. Your permanent grade is the grade from which you are temporarily promoted."

3. In cases where Standard Form 50 is not normally prepared for the purpose of recording a personnel transaction, a Memorandum of Notification, incorporating the statement quoted above, will be forwarded to the employee, through proper channels, by the Personnel Office.

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L. K. WHITE
Assistant Deputy Director
(Administration)

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The accompanying promotion actions for [redacted] and [redacted] approved by the Director as temporary promotions, represent the initial actions approved on this basis and should be prepared in accordance with the foregoing instructions.

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